

SENIOR CITIZEN RECREATION COORDINATOR

GRADE: 21

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Senior Citizen Recreation Coordinator performs difficult professional and intermediate administrative work coordinating, planning, and developing recreation activities primarily for senior citizen residents of the City of Rockville. The employee supervises two, full-time and numerous part-time employees, prepares program evaluation data, and supervises the overall management of the Rockville Senior Center. The Senior Citizen Recreation Coordinator is supervised by the Superintendent of Recreation and is required to work as a team member with other senior citizen division staff and staff from other department divisions to ensure smooth coordination of services. The employee must exercise considerable independent judgment in carrying out assignments. Considerable evening and weekend work is required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works with civic groups, senior citizen boards and clubs, Senior Center members, and community organizations in determining recreational service needs/desires, and implements programs which satisfy those needs in a cost effective manner.
- Coordinates the gathering and analysis of information related to recreational

needs/wishes of senior citizens and relates this data to budget preparation and evaluation.

- Works with the Superintendent of Recreation to develop and implement new programs and systems for managing programs.
- Works with senior citizen boards and individuals to determine the best utilization of the senior center and other City and community facilities.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, city newsletter, and other media.
- Supervises the full-time positions of Senior Center Supervisor and Senior Citizen Fitness Specialist.
- Evaluates the performance of these two professional employees and is responsible for overall management of their service responsibilities.
- Recruits, selects, trains, and evaluates part-time and volunteer staff.
- Gathers information pertaining to new developments in the field of recreation and senior citizen services and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.
- Performs related duties as required.
- Ensures that community and citizen input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings, and personal contact.
- Submits to accountant, expenditure and revenue information.
- Administers operating revenue and non-revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.
- Maintains extensive records related to program registration, participation.
- Develops and implements safety and risk management policies and strategies which will maximize participant safety and minimize the City's potential liability.
- Inspects regularly and carefully all program operations to ensure proper supervision of staff and participants.
- Inspects all programs and facilities for coordination with the building maintenance division to ensure that these facilities are maintained in a proper and safe manner.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in geriatric recreation, physical education, or an appropriate, related field, plus five years of progressively responsible experience in recreation administration.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the appreciation for the objectives and principles of a planned and diversified recreation program appealing to senior citizens.

- Considerable knowledge of the organization, development and operation of
- a diversified recreation program.
- Ability to administer such program within general policy guidelines and budgetary limitations.
- Ability to make decisions, recognizing established precedents practices, and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.
- Ability to stimulate staff to maintain a high level of quality and creativity in their daily work.